



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**ASSOCIATE PERSONNEL ANALYST**  
**\$4,400 - \$5,348**  
**HUMAN RESOURCES MANAGEMENT DIVISION**  
**SACRAMENTO**

**RESPONSIBILITIES:**

Under general direction of the Human Resources Management Division's Classification and Pay (C&P) Manager (Staff Services Manager I) serves as a personnel analyst in the C&P Unit. The personnel analyst performs a variety of work on projects related to recruitment, hiring, classification, and compensation, employee discipline, employee grievances, and other labor relations related issues. Provides consultation and guidance to departmental management staff; develops and revises internal and external policies and procedures and other resource materials; evaluates, creates, and updates policies; develops implementation plans for new and revised policies; conducts project management activities.

**This position is designated Confidential.**

**DESIRABLE QUALIFICATIONS:**

- C&P knowledge and experience
- Experience in writing and developing procedures, policies, and manuals
- Experience performing classification and compensation tasks
- Ability to analyze, interpret laws, rules, and regulations
- Knowledge of the recruitment and hiring process
- Knowledge of adverse actions process
- Organize and establish workload priorities
- Strong oral and written communication skills both orally and in writing
- Strong analytical skills
- Demonstrate initiative, flexibility, and tact
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, I-Mapping

**WHO MAY APPLY:**

Applications will be accepted from current State employees at the Associate Personnel Analyst, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

06/05/13TB

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Associate Personnel Analyst #413-191-5142-013.** For additional information, please contact 916-492-3351 or [Tina.Brown@insurance.ca.gov](mailto:Tina.Brown@insurance.ca.gov).

**FINAL FILING DATE:**      **June 14, 2013 – Close of Business (5:00 p.m.)**

**NOTE:**      **Interested individuals must submit an application in order to be considered for this position.**

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